



e-Services M.I.M.S.

CAPNHQ e-Services
Member Information Management System

e-Services / M.I.M.S. Basic Procedures
Tutorial

Civil Air Patrol

M.I.M.S. Basic Procedures Tutorial

Civil Air Patrol National Headquarters
105 South Hansell Street
Maxwell AFB AL 36112-6332

Author
Howard N LaPierre, Maj CAP
IT Working Group
CAWG M.I.M.S. Coordinator

lapierrehn@adelphia.net
hlapierre@cawg.cap.gov
951-658-7304

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Summary of Changes:

Complete revision to reflect the latest versions of the applications.

If you discover any errors, or the procedure is unclear, please contact the author and corrections will be made.

1-1 Preface

The intent of these procedures is to assist anyone not fully conversant with Civil Air Patrol (CAP) National Headquarters e-Services applications such as M.I.M.S. and who may be somewhat intimidated by the vast array of procedures required to accomplish the various tasks that this system will perform.

The first time you try to accomplish any given task, simply follow each procedural step exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter** or **Click**. If the **BOLD** word is in double quotes, "**Submit**", it is something that is to be pointed to and clicked on. If the **BOLD** word is in square brackets, [**CAPID**], it is something that must be entered on the keyboard. It's like a cookbook, and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired.

Each of these procedures is predicated on you already having the e-services home page on your screen, as defined in Para 2-2. You will also notice that as each of these procedures usually starts with the same sort of access to a particular member's data, that this part of the procedure is repeated many times throughout this document.

The easiest way to use these procedures is to lay a ruler on the item to be performed, complete that one, then go to the next one. That way you won't miss something.

These procedures cover most of the tasks that the average Member or Unit Commander will encounter on a daily basis.

No guarantees are included with these procedures, as e-Services and M.I.M.S. are changing from time to time as new requirements are encountered.

The M.I.M.S. applications are used for the initialization and maintenance of CAP Cadet, Counter Drug, Emergency Services and CAP Pilot member qualification records.

At this writing, there are inconsistencies in the terminology used in CAPR 60-3 and M.I.M.S. While this can be confusing, this document will attempt to make it as clear as possible to the user.

This document contains CAP Group, Unit and Member procedures.

If you find that a given procedure does not work, please advise the author and the procedure will be corrected.

Note:

When ALL Tasks for a particular Achievement within the OPS-Emergency Services Functional Area have been entered, the Achievement has to be approved using the "Approval Module".

All Tasks within any Achievement, in the Functional Areas, Cadet Programs, OPS-Counterdrug and OPS-CAPPilot, must be individually validated. Also, if it is an initial Achievement, then it must be approved up the chain of command.

Most Specialties expire in three years. Mission Pilot still requires recurrency every two years with the completion of a CAPF Form 91 check ride. See CAPR 60-3 para 2-4 for details.

1-2 What do you want to do?

The following is a list of things most members and/or Commanders will have to accomplish from time to time. It is intended to aid you in finding the appropriate applications to either enter information into the M.I.M.S. system or to access information that you need.

Use e-Services Applications

Who?	Members	
Use	Internet to access	Para 2-1

Enter or update your Personal Information

Who?	Members	
Use	CAP Personnel Information (Restricted)	Para 4-1
	Review/Edit My Member Info	Para 4-1

Look at Personnel Information

Who?	Member	
Use	CAP Personnel Information (Restricted)	Para 4-1
Use	Member Search (Limited by your scope of access)	Para 4-2

Upload your CAP Picture

Who?	Member	
Use	Image Upload for Commanders	Para 14-1
Use	Upload CAP Picture	Para 14-1

Validate CAP Pictures

Who?	Commanders or designees	
Use	Validate CAP Pictures	Para 14-2

Enter Cadet Program Achievements

Who?	Members	
Use	M.I.M.S. (Restricted) or M.I.M.S. Personal / Cadet	Para 6-1

Enter Counter Drug Achievements

Who	Members	
Use	M.I.M.S. (Restricted) or M.I.M.S. Personal / Counterdrug	Para 7-1

Enter ES training task completion dates

Who?	Members	
Use	M.I.M.S. (Restricted) or M.I.M.S. Personal / Emergency Services / SQTR Quick Entry ES Awards are described in	Para 8-4 Attachment 6

Enter Pilot Information, Checkrides, and CAP Awards (CAPR 35-6)

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ Pilot
Pilot data entry is described in
CAP Awards are described in

Para 9-1 - 9-8
Attachment 5
Attachment 6

Enter an Achievement that was approved in WMU

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ SQTR Quick Entry

Para 8-4

Enter your FAA Currency data into M.I.M.S.

Who? Members
Use M.I.M.S. Personal Currency or
M.I.M.S. FMS Currency (Restricted)

Para 9-9
Para 9-9

Check the status of your Achievements

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ Cadet
/ Counter Drug
/ Emergency Services / SQTR Quick Entry
/ Pilot

Para 6-1
Para 7-1
Para 8-4
Para 9-8

Validate the completion of Achievements and Tasks

Who? Commanders or their designees
Use M.I.M.S. Validations

Para 11-1

Suspend Achievements

Who Commanders or their designees
Use M.I.M.S. / Suspension

Para 12-1

Approve Achievements

Who? Commanders, Vice Commanders, and ES Officers for ES Achievements
or Stan/Eval Officers for Pilot related Achievements
Use Approval Module, from the e-Services home page

Para 13-1

Enter a Renewal Date for a Members Achievement (Specialty)

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ Single Person Specialty Entry

Para 8-3

Create / Print a report of your Achievements, including all tasks

Who? Members
Use M.I.M.S. / Reports (Check them all)

Para 10-1 - 10-9

Create / Print a CAPF 101 card

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ Emergency Services / CAPF 101 Card Para 8-1

Create SQTR

Who? Members
Use M.I.M.S. (Restricted) or
M.I.M.S. Personal
/ Emergency Services / SQTR Worksheet Para 8-5

Assign members to the Unit Personnel Authorization

Who? Commanders or designees
Use Duty Assignment Para 19-1

Locate Member's CAPID and or Qualifications of any member

Who? Members
Use Member Search Para 16-1
Member Qual Info Para 10-9

Download CAPWATCH

Who? Members
Use CAPWATCH Download
Not defined in this document

WSA Administration

Not Defined in this document

2-0 GENERAL e-Services USER PROCEDURES

No WSA authorization is required to use these procedures

2-1 SIGNING ON TO CAP NATIONAL HOME PAGE

- a. Sign on to the INTERNET
- b. **Open <www.cap.gov>**. This gets you to the CAP National Home page. It is suggested that you save this page in your "Favorites".

2-2 SIGNING ON TO THE e-Services HOME PAGE

- a. Point to the "**Members**" button near the top of the page.
- b. Click "**e-Services**" button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The "Welcome to e-Services" page will appear. Otherwise, the "e-Services Home page" will appear.
- c. Enter your **[CAPID]** and **[Password]** and click "**Log On**". The "e-Services Home page" will appear. The first time you do this, add this page as one of your "Favorites".

Remember that the password is one of the few "case" sensitive items in e-Services.

2-3 First time user

- a. If you are a First Time User, Click on "**Click here**". The "New User Registration" page will appear.
- b. Enter your **Social Security Number** and your **E-Mail address** and click "**Submit**".
- c. You will be asked one of several questions such as "What was your Mother's maiden name?" for future use by the system. **Remember how you entered this**, in case you ever need to go back into the "Lost Password" procedure, you will need to remember how you entered this item.
- d. A computer generated "Password" will be sent to the e-mail address you just entered. Once you have received that password, you can log on to e-Services as described above.
- e. It is suggested that you use the "**Change Password**" procedure to change the password to something you can remember.

2-4 Lost Password Recovery Procedure

If you cannot remember your password:

- a. Click on "**Password Assistance**". A screen will appear requesting more information.
- b. Enter your **[CAPID]**.
- c. Click on "**Submit**". A new screen will appear, requesting the following information: You will have to answer three questions. Such as, What was your mother's maiden name? It might be, What was your first dog's name? This will be whatever you entered the first time you logged on to e-Services.
- d. Enter that question. "**Answer to the question**"
What are the last four digits of you SSN?
- e. Enter that **[number]**.
What is your date of birth?
- f. Enter that **[date]**.
- g. Click on "**Submit**". A message will appear: "Check your e-mail for your password".

3-0 CAP NATIONAL WEB SITE APPLICATIONS

There are a number of applications under CAPNHQ “e-Services”. In addition to all of the systems provided to acquire Regulations, Forms, and other information, some of the CAPNHQ e-Services applications are as follows:

3-1 CAP Utilities

The following applications are available to all members:

- | | |
|--------------------------------------|--|
| 1. CAPWATCH Download. | To download member information for your Unit. |
| 2. Member Search | Provides read only access to member information for everyone within your Unit. |
| 3. M.I.M.S. Personal | |
| a. Cadet | Enter Curry achievements |
| b. Counter Drug | Enter Counter Drug Achievements |
| c. Emergency Services | Enter ES Achievements |
| d. Pilot | Enter Pilot achievements and Awards |
| e. Member Qual Info | Create various reports |
| 4. Review/Edit My Member Info | Read/Write ability to maintain and update YOUR Personal Information in the National database. |
| 4a. Upload CAP Picture | Within the My Member Information application. |
| 5. CAP Online Exams | Access to all of the online courses and tests. |
| 6. Other applications. | (Not defined in this document) These applications are listed on the left side of the e-Services Home page. |

3-2 Restricted Applications (Allows access to any member's data within your Scope)

In addition, there are numerous other applications available. Some of these are defined below:

- | | |
|--|--|
| 1. CAP Personnel Information | Change personnel data. |
| 2. CAPWATCH Download | Unit or Group level access. |
| 3. Duty Assignment | Assign duty positions to members of your Unit. |
| 4. Image Upload for Commanders | Transmit pictures to M.I.M.S. |
| 5. M.I.M.S. | |
| a. Cadet | Enter Curry Achievements. |
| b. Counter Drug | Enter Counter Drug Achievements. |
| c. Emergency Services | Enter ES Achievements. |
| d. Pilot | Enter Pilot Achievements and Awards. |
| e. Reports | Create various Reports. |
| f. Validations | Validate Cadet CD and Pilot Achievements. |
| g. Suspension | Suspend achievements. |
| 6. Member Search | Look at Personnel information. |
| 7. Membership | Enter promotions or Transfers. |
| 8. Organizational Contacts | Information about Units. |
| 9. Senior Member Specialty Track | Enter new Specialty Track data for member. |
| 10. Validate CAP Picture | Verify that a CAP picture is valid. |
| 11. Vehicle Usage Reporting (Form 73) | Transmit vehicle data to National. |
| 12. Web Security Admin | Assign access to e-services applications. |

All of the restricted applications must be authorized by the Web Security Administrator (WSA Admin) for the Wing, Group, and Unit levels.

4-0 e-Services INITIAL MEMBER PROCEDURE

4-1 CAP Personnel Information / Review/Edit My Member Information

These procedures are used to enter all available information about yourself into the National database.

If you are a Unit Commander, from the e-Services Home page, Restricted applications.

- a. Click on **“CAP Personnel Information”** The “CAP Membership Personnel Information Edit” page will appear.
- b. Enter **[CAPID]** for the member desired.
- c. Click **“Tab”** key The “Personal Information for [Member]” page will appear.

Or

- d. Fill in **[Last Name]** and **[First Name]**
- e. Click **“Click to Search by name”**. (If multiple members show up, select the desired member’s CAPID in blue.) The “Personal Information for [Member]” page will appear.

If you are not a Unit Commander

- f. Click on the **“Review/Edit My Member Info”** at the top of the e-Services home page. The “Personnel Information for [Member]” page will appear.

There are 5 sections to this page:

1. **General Information.**
2. **Address Information.**
3. **Contact Information.**
4. **Personal characteristics.**
5. **Security Clearance** (Only on the Review/Edit My Member page).

General Information

- a. Click on **“General Information”**. The General Information Page will appear.
- b. Update **[Member name]** if desired.
- c. Click on the **“AE Affiliate”** box if desired.
- d. Click on the **“New Membership Card”** box if desired.
- e. Click on **“Submit”**.

Or

- f. Click on the **“Edit”** button at the bottom of the page.
- g. Change the **[Date of Birth]** if incorrect.
- h. Click on **“Update”**.

Address Information

- a. Click on **“Address Information”**. The Address Information page will appear.

Add a New address if desired.

- c. Select **“Priority”**.
- d. Enter **[All address fields]**.
- e. Click on **“Submit”**.

Or

- f. Click on **“Edit”** at bottom of page.
- g. Enter **[Address change]**.

- h. Click on **“Update”**.

Contact Information

- a. Click on **“Contact Information”**. The Contact Information page will appear.
- To add a new Contact.

- b. Select **“Type”**.
- c. Select **“Priority”**.
- d. Enter **[Contact]** Phone, Fax, or pager number.
- e. Click on **“Submit”**.

Or

- f. Click on **“Edit”** at bottom of page.
- g. Enter **[Contact Changes]** as desired.
- h. Click on **“Update”** for each one changed.

Personal Characteristics

- a. Click on **“Personal Characteristics”** The Personal Characteristic page will appear.
- b. Enter all required Information **[Height]**, **[Weight]**, **[Eye Color]**, **[Hair Color]**, **[Ethnicity]**, **[Driver’s License numbers]** (CAP and State), and **[Emergency Contact]**.
- c. Click on **“Submit”**.

Also if available:

- d. Click on **“Upload CAP Picture”**. The Civil Air Patrol Image Upload page will appear.
- e. Click on **“Browse”** to locate Picture.
- f. Click on **“Upload CAP Picture”**.

Security Clearance

- a. Click on **“Security Clearance”**.
- b. Select **“Agency”**.
- c. Select **“Type”**.
- d. Enter **[Investigation Closed Date]**.
- e. Enter **[Re-Investigation Date]**
- f. Click on **“Submit”**.

4-2 Member Search

If you are a Unit Commander, from the e-Services Home page, Restricted applications.

- a. Click on **“Member Search”** The “Member Search” page will appear.
- b. Click on **“Interactive Personnel”**.
- c. Enter **[CAPID]**.
- d. Click on **“Tab”** key The members basic information will appear.

Or

- e. Enter **[Last Name]** and **[First Name]**.
- f. Click on **“Click to Search by name”** (If multiple members show up, select the desired member’s CAPID in blue.) The members basic information will appear.

Or

- g. Click on **“View Unit Only”** button if you are selecting a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report. (This must be clicked on before selecting the Organization)
- h. Select any **“Organization”** within your Scope. A table of all members in the Unit will appear. If there are more than 20 members in the organization, the table of members

is split into several 20 line pages. Clicking on one of the numbers at the bottom or top of the page will skip to that part of the table.

To view all of the member's personal Information,

- i. Click on **"View"** for the desired member. A number of tabs will appear.

To view the details

- j. Click on any **"Tab"** and a table of the member's information will appear.

See below for Tab details.

If you are not a Unit Commander, under CAP Utilities:

- a. Click on "Member Search" The "Member Search" page will appear.
- b. Enter **[CAPID]**.
- c. Click on **"Tab"** key The members basic information will appear.

Or

- d. Enter **[Last Name]** and **[First Name]**.
- e. Click on **"Click to Search by name"** (If multiple members show up, select the desired member's CAPID in blue.)

Or

- f. Click on **"View Unit Only"** button if you are selecting a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
- g. Select **"Organization"**. A table of all members in your Unit will appear. If there are more than 20 members in the organization, the table of members is split into several 20 line pages. Clicking on one of the numbers at the bottom or top of the page will skip to that part of the table.
- h. Click on **"View"** for that member. A number of tabs will appear.

To view the details:

- i. Click on any **"Tab"** and a table of the member's information will appear.

The tabs are as follows. Clicking on any of these tabs will display detailed information about the member.

1. **General Information**
2. **Achievements**
3. **Address** (Only your own street address will be displayed)
4. **Characteristics**
5. **Contacts**
6. **Duty Positions**
7. **Photo**
8. **Training**

If you wish to print a report of all Member Information:

- i. Click on **"Click to View Member Search Report"**. A report of all information for the member is displayed.
- j. Right Click and Click on **"Print"** to print the report.

5-0 Member Information Management System (M.I.M.S.)

The M.I.M.S. data entry system is made up of several Modules which allow the recording of completed training tasks or accomplishments, such as Cadet Achievements, Counter Drug Achievements, ES Achievements, Pilot Ratings and Certificates, Checkrides and Special Pilot Appointments, and Awards.

The Validation module is used to validate that a member does in fact have the proper documents, or certificates, such as FAA Medical, or Pilot Certificates.

The Suspension Module is used to suspend or reactivate any ES or Pilot specialty or rating for cause.

The Approval Module is used to approve completed Achievements at the Unit, Group, and Wing Level

Each of these module's screens are all formatted and work in a similar manner.

These modules are:

6-0.	Cadet	Enter Curry Achievements.
7-0.	Counter Drug	Enter CD Tasks / Achievements.
8-0.	Emergency Services	Enter ES Tasks / Achievements
9-0.	Pilot	Enter Pilot Ratings, Checkrides and Awards.
10-0.	Reports	Produce reports of all M.I.M.S. data.
11-0.	Validation (Restricted)	Validate Cadet, CD and Pilot Data .
12-0.	Suspension (Restricted)	Suspend ES or Pilot Achievements.
13-0	Approval Module	Approve completed achievements

6-0 Cadet “Curry” Achievements

The four Curry achievements are required before a Cadet can qualify for a General Emergency Services (GES) CAPF 101 Card

6-1 Enter Curry Achievements

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted

Applications:

a. Click on **“M.I.M.S.”** under Restricted Applications. The “M.I.M.S. Home Page will appear.

b. Click on **“Cadet”**. The M.I.M.S. Cadet Programs page will appear.

c. Enter the **[CAPID]** of the member you are working on.

d. Click **“Tab”** key The “Achievement 1 (Curry)” page will appear.

Or

e. Enter the **[Last Name]** and **[First Name]**

f. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.) The “Achievement 1 (Curry)” page will appear.

If you do not have restricted application capability:

g. Click on **“M.I.M.S.”** under CAP Utilities.

h. Click on **“Cadet”** The M.I.M.S. Cadet Programs page will appear with your name at the top of the page. The four Curry Achievements are listed in a table.

To enter a Curry Achievement

i. Click on **“Edit”**.

j. Enter the **[Completed Date]**.

k. Click on **“Update”** (Or “Cancel to delete the entry).

Do this for each achievement completed.

7-0 Counter Drug Achievements

The M.I.M.S. Counter Drug Module is used to enter the various tasks and accomplishments required for any of the Counter Drug Achievements.

The Counter Drug Achievements are as follows:

1. Counterdrug General.
2. Counterdrug Mission Pilot.
3. Counterdrug Observer.
4. Counterdrug Scanner.
5. Counterdrug Mountain Pilot.
6. Counterdrug Overwater Pilot.
7. Counterdrug Night Overwater Pilot.
8. Counterdrug Transportation Pilot.
9. Counterdrug MEL Pilot.
10. Counterdrug Mission Observer Overwater.
11. Counterdrug Mission Scanner Overwater.

All of these achievements are contingent of the member having the equivalent ES achievement, such as ES Mission Scanner. In addition, the member must have passed the Counterdrug screening, via a CAPF form 83, which is required every four years, and have completed the Counterdrug Orientation which is required every two years.

7-1 Enter a Counter Drug Task

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted

Applications:

- a. Click on **"M.I.M.S."** under Restricted Applications. The "M.I.M.S. Home Page will appear.
- b. Click on **"Counter Drug"**. The M.I.M.S. Counter Drug page will appear.
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click **"Tab"** key The "M.I.M.S. Counter Drug page will appear. A table of your current CD Achievements shows on the left side of the screen.

Or

- e. Enter the **[Last Name]** and **[First Name]**.
- f. Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.). The "M.I.M.S. Counter Drug page will appear. A table of your current CD Achievements shows on the left side of the screen.

If you do not have restricted application capability:

- g. Click on **"M.I.M.S."** under CAP Utilities.
- h. Click on **"Counter Drug"** The M.I.M.S. Counter Drug page will appear with your name at the top of the page. A table of you current CD Achievements show on the left side of the screen.
- i. Select the **"CD Achievement"** desired. A table of the required tasks will appear.

To enter a new task

- i. Click on **"Edit"**.
- j. Enter the **[Date Completed]** for the task.
- k. Click on **"Update"** (or **"Cancel"** to delete the change).

To remove a task

- l. Click on **"Delete"** This will remove any previously entered completion date.

8-0 Emergency Services

ES Achievement (Specialties) General Information

CAPR 60-4 Volume II defines all of the ES Specialties a member can aspire to earning. Each one has a defined list of:

CAPR 60-4 Definition

1. "Prerequisites"
2. "Familiarization and Preparatory Training"
3. "Advanced Training"
4. "Exercise Participation"
5. "Continuing Education"

M.I.M.S. Definition

- "Prerequisites"
- "Familiarization and Preparatory Training"
- "Advanced Training"
- "Exercise Participation"
- "Continuing Education Examination"

All ES Specialties require that the Member first acquire a GES - General Emergency Services Specialty.

Before becoming eligible to have a GES Specialty, Senior members must have completed Level 1 and Cadets must have completed their four Curry achievements.

Also, it requires that they must take three On-Line tests:

1. CAP Test 116 GES.
2. CAP Test 116 ICS 100.
3. CAP Test 117 Continuing Education Tests, Parts 1, 2, and 3.

See Attachment 1 and 2.

Once you have completed these three tests and received your Certificates, you can use the **M.I.M.S. Emergency Services application** to enter your General Emergency Services (GES) Specialty.

The Emergency Services Module is divided into several Sub Modules.

1. CAPF 101 Card.
2. Multi-Person Specialty Entry (Restricted only).
3. Single-Person Specialty Entry.
4. SQTR Quick Entry.
5. SQTR Worksheet.

8-1 CAPF 101 by CAPID

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted

Applications:

- a. Click on "**M.I.M.S.**" under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on "**Emergency Services**". The M.I.M.S. Emergency Services page will appear.
- c. Click on "**CAPF 101 by CAPID**".
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click "**Tab**" key. An image of the CAPF 101 Card appears at the bottom of the screen.

Or

- f. Enter the **[Last Name]** and **[First Name]**.

- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue) An image of the CAPF101 Card appears at the bottom of the screen.

If you do not have restricted application capability:

- h. Click on **“M.I.M.S. Personal”** under CAP Utilities.
- i. Click on **“Emergency Services”** The M.I.M.S. Emergency Services page will appear with your name at the top of the page.
- j. Click on **“CAPF 101 by CAPID”** An image of your CAPF 101 Card appears at the bottom of the screen.

To update a CAPF 101 Card

- k. Enter **[Height], [Weight], [Eye Color], and [Hair Color]**.
- l. Click on **“Update 101 Card”**.

If the CAPF 101 card does not show a picture

- m. Click on **“Upload CAP Picture”**.
- n. Browse through your files to locate the picture.
- o. Click on **“Submit”** to upload the picture.

To Print out a CAPF 101 card

- p. Click on **“Click here to obtain your 101 Card”**.
- q. Click on **“Click here to print”** A CAPF101 card will be printed.

8-2 Multi-Person Specialty Entry (Not available under CAP Utilities)

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted Applications:

- a. Click on **“M.I.M.S.”** under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on **“Emergency Services”**. The M.I.M.S. Emergency Services page will appear.
- c. Click on **“Multi-Person Specialty Entry”** The ES Multi-Person Entry Page will appear.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **“Tab”** key. The ES Multi-Person Entry page will appear.

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.) The ES Multi-Person Entry page will appear.

A table of all current ES Achievements appears at the top of the screen. If you want to eliminate these from the screen:

- h. Click on **“Click here to hide achievements”**.
- i. Select **“Achievement”** from the drop down table.
- j. Select **“Source”** Paperwork (SQTR) or Renewal.
- k. Select **“Status”** Training or Active.
- l. Enter **[Date]** completed.
- l. Click on **“Insert”** The achievement will appear in the table of new achievements at the bottom of the screen.

If you have more achievements to enter, go back to step d or f and select another member.

When all entries have been made

- m. Click on **“Submit”**

The newly entered achievements will be entered and be “Waiting for Approval” at the Unit level.

8-3 Single-Person Specialty Entry

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted

Applications:

- a. Click on **“M.I.M.S.”** under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on **“Emergency Services”**. The M.I.M.S. Emergency Services page will appear.
- c. Click on **“Single-Person Specialty Entry”** The ES Single-Person Entry Page will appear with no member information.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **“Tab”** key. The ES Single Person Entry page will appear with a table of current achievements for the member.

Or

- f. Enter the **[Last Name]** and **[First Name]**
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.)The ES Single-Person Entry page will appear with a table of current achievements for the member.

If you do not have restricted application capability:

- h. Click on **“M.I.M.S.”** under CAP Utilities.
- i. Click on **“Emergency Services”** The M.I.M.S. Emergency Services page will appear with your name at the top of the page.
- j. Click on **“Single-Person Specialty Entry”** The ES Single-Person Entry Page will appear with a table of current achievements for the member.

Update Achievement

- k. Select **“Functional Area”** (Only Emergency Services appears at this time).
- l. Click on **“View”** for the Achievement you want to update.
- m. Select **“Status”** Active or Training.
- n. Enter **“Date”** or use the pull down date table.
- o. Select **“Source”** Paperwork or Renewal.
- p. Click on **“Update”** (or “Cancel” to delete the change).

The achievement will be updated with a new date and status and will be waiting for approval at the Unit level.

To delete an Achievement:

- q. Click on **“Delete”**. The Achievement will be deleted.

8-4 SQTR Quick Entry

This procedure is referring to only the OPS-Emergency Services Specialties. It does not apply to the Specialties within the Cadet-Programs, OPS-Counterdrug or Ops-CAPPilot Functional Areas within the M.I.M.S. system. These can only be entered using the M.I.M.S. Cadet and Counter Drug Modules. All Pilot tasks and accomplishments must be entered using the M.I.M.S. Pilot data entry module.

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted

Applications:

- a. Click on **"M.I.M.S."** under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on **"Emergency Services"**. The M.I.M.S. Emergency Services page will appear.
- c. Click on **"SQTR Quick Entry"** The ES SQTR Quick Entry Page will appear with no member information.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **"Tab"** key. The ES SQTR Quick Entry page will appear with a table of current achievements for the member.

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.)The ES SQTR Quick Entry page will appear with a table of current achievements for the member.

If you do not have restricted application capability:

- h. Click on **"M.I.M.S. Personal"** under CAP Utilities.
- i. Click on **"Emergency Services"** The M.I.M.S. Emergency Services page will appear with your name at the top of the page.
- j. Click on **"SQTR Quick Entry"** The ES SQTR Quick Entry Page will appear with a table of current achievements for the member.

Select Achievement to update

- k. Select **"Functional Area"**.
- l. Select **"Achievement"**.
- m. Enter **[Trainer CAPID]**. **NEED LOOKUP CAPID**
- n. Enter **[Mission Number]**
- o. Enter **"Date"** or use pull down table.
- p. Click on **"Display Tasks"**. A table of the tasks for the achievement will appear. Each task has a "Check to Save " button and a "Delete" button.

To enter the **[Date]**, **[Trainer]**, and **[Mission number]** for each task completed:

- q. Click the **"Check to Save"** button for each task desired. The Date, Trainer CAPID and Mission number will be entered for each Task checked.

To enter the **[Date]**, **[Trainer]** and **[Mission number]** for all tasks at once:

- r. Click the "Select All" button.

If a number of tasks were completed on a specific date, but others were completed on a different date, mission, etc simply enter the **[Date]**, **[Trainer]** and **[Mission number]** at the top of the page, click the **"Check to Save"** buttons for all that apply for that date. Then change the

data at the top of the page and click the ones that apply on that date. When all data for the tasks have been entered:

- s. Click on **“Submit”**.

If you want to delete the data for a task:

- t. Click on the **“Delete”** button.
- u. Click on **“Submit”**.

If all tasks have been completed, the Achievement will be Waiting for Approval. It will show in the Table of Current Achievements as “Pending Unit Approval”.

The Achievement will remain “Pending Unit Approval” until the approving authority uses the “M.I.M.S. Approval Module” application to approve these tasks. See **“M.I.M.S. Approval Module”** (See Para 13-0).

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their E-Services home page, saying “M.I.M.S. Approvals Waiting (nn)”. When they click on **“M.I.M.S. Approvals Waiting”**, the “M.I.M.S. Approval Module” page will appear which allows them to approve the Achievements awaiting approval within their “Scope”, Unit, Group, etc. All initial Achievements will require Unit level approval. All Achievements except GES, also require Group and Wing Level approval, to become an Active Achievement. If only some of the tasks for any Achievement have been completed, the Achievement will not appear as “Pending Unit Approval”.

8-5. SQTR by CAPID

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted Applications:

- a. Click on **“M.I.M.S.”** under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on **“Emergency Services”**. The M.I.M.S. Emergency Services page will appear.
- c. Click on **“SQTR by CAPID”**. The ES SQTR by CAPID Page will appear with no member information.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **“Tab”** key. The ES SQTR by CAPID page will appear.

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.) The ES SQTR by CAPID page will appear.

If you do not have restricted application capability:

- h. Click on **“M.I.M.S. Personal”** under CAP Utilities.
- i. Click on **“Emergency Services”**. The M.I.M.S. Emergency Services page will appear with your name at the top of the page.
- j. Click on **“SQTR by CAPID”**. The ES SQTR by CAPID Page will appear.

Select SQTR

- k. Select **“Achievement”**. The SQTR for the selected Achievement will appear.
- l. Click on **“Click here to obtain your SQTR worksheet”**.
- m. Click on **“Click here to Print”**. The SQTR will be printed.

9-0 Pilot Data Entry

The “M.I.M.S. / Pilot ” entry applications, either under Utilities or Restricted Applications are used to enter any Pilot Qualifications or Tasks you have completed. (The restricted M.I.M.S. / Pilot data entry application allows the user to access members data within his scope, as defined by WSA.)

Several helpful hints on the use of these applications can be found in Attachment 5 of this document.

9-1 Entry Of FAA Pilot, CAP Pilot Data and CAP Pilot Awards (CAPR 35-6)

If you are a Unit Commander and/or have M.I.M.S. Pilot Data under e-Services Restricted Applications:

- a. Click on “**M.I.M.S.**” under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on “**Pilot**”. The Pilot Data home page will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click “**Tab**” key The “Pilot Entry Form” page will appear.

Or

- e. Enter the [**Last Name**] and [**First Name**].
- f. Click on “**Click to Search by Name**” (If multiple members show up, select the desired member’s CAPID in blue.) The “Pilot Entry Form” page will appear.

If you do not have restricted application capability:

- g. Click on “**M.I.M.S. Personal**” under CAP Utilities.
- h. Click on “**Pilot**” The “Pilot Entry Form” page will appear with your name at the top of the page.

The Pilot Data entry application is divided into six sections:

- | | |
|--------------------------------------|--|
| 9-2. Current Achievements Table. | Shows a list of completed achievements. |
| 9-3. FAA Requirements. | Used to enter all required FAA Pilot tasks. |
| 9-4. Checkride/Questionnaires. | Used to enter CAP Form 5s and Form 91s. |
| 9-5. Appointments. | Used to enter prerequisites for several CAP ratings. |
| 9-6. CAPR 35-6 Aeronautical Ratings. | Used to enter CAP Pilot Awards. |
| 9-7. What do I need? | An easy way to look at any Pilot achievement’s. |

9-2. View a member’s Current Achievements

A table of Pilot Achievements is shown on the initial Pilot Entry screen showing their current status and expiration dates.. If you click on any “**Achievement**”, it will take you to the “**What Do I Need?**” page for that achievement, Para 9-8.

If you wish to remove this table:

- a. Click on “**Click here to Hide Current Achievements**”. The table of achievements will be deleted from the screen.

9-3. Enter FAA Requirements

Enter all that apply:

- a. Click on “**FAA Requirements**”. The FAA Requirements page will appear.

- b. Click on all **“Check boxes”** for all **FAA Certificates** that apply.
- c. Enter the **“Flight Instructor Expiration Date”**.
- d. Click on all **“Check boxes”** for all **Instructor ratings** that apply.
- e. Click on the **“Check box”** for the **FAA Medical** that applies.
- f. Enter the **[Date of Examination]** of the FAA Medical.
- g. If it is a Special Issue FAA Medical, enter the **[Special Medical Expiration Date]**.
- h. Enter the **[FAA Flight Review Date]** of the last **FAA Flight Review**.
- i. Enter the **[FAA Wings Program Date]** of the last **FAA Wings Program**.
- j. Enter the **[FAA Wings Phase]** of the last **FAA Wings Program**.
- k. Click on **“Submit”**. All FAA pilot tasks will be submitted for Validation.

All tasks that have been validated may be deleted by clicking on the **“Delete Button”** associated with that task.

9-4. Enter Checkrides and Questionnaires

This module is divided into three (3) sections:

1. Airplane.
2. Glider.
3. Form 91.

9-4.1 Enter a CAP Form 5 Airplane checkride

- a. Point to **“Checkride/Questionnaires”**. A pulldown list will appear to the right.
- b. Click on **“Airplane”**. The Checkride/Questionnaires - Powered page will appear. A table of aircraft in which the member has taken Form 5 checkrides shows at the top of the page. This table shows the date of an Initial Form 5, the expiration date of the last Questionnaire for that aircraft and the expiration date of the last annual Form 5 in that aircraft.
- c. Click on **“Click to View Pending, Disapproved or Expired Aircraft”**. A table of these aircraft will appear, if any.

The date of the last current CAPR 60-1 Exam Powered should be entered automatically. If the date is correct, go to step f:

- d. Enter the **[Date]** of the last **CAPR 60-1 Exam**.
- e. Click on **“Submit”**. If entered manually, this date must be validated before any other Form 5 data can be entered.
- f. Enter the **[Airplane Questionnaire Date]**.
- g. Select the **“Questionnaire Aircraft Type”**. Multiple aircraft types may be entered by holding down CTRL and clicking the various types.
- h. Click on the **“Check box”** for **Initial** and/or **Annual** Form 5. If **Initial**, click both boxes.
- i. Enter the **[Completed Date]** of the Form 5.
- j. Select the **“Aircraft Type”** in which the Form 5 is taken.
- k. Select the **“Check Pilot”** who gave the Form 5 checkride.
- l. Click on the **“Check boxes”** for each of the Form 5 **Endorsements** completed.
- m. Enter the **[Statement of Understanding Date]**. (This is only entered one time).
- n. Click on **“Submit”**. All Form 5 tasks will be submitted for Validation.

All tasks that have been validated may be deleted by clicking on the **“Delete Button”** associated with that task. Endorsements may be deleted by clicking the **“Check box”** and then clicking the **“Delete Button”**.

9-4.2 Enter a CAP Form 5G Glider checkride

- a. Point to **“Checkride/Questionnaires”**. A pulldown list will appear to the right.
- b. Click on **“Glider”**. The Checkride/Questionnaires - Glider page will appear.
A table of gliders in which the member has taken Form 5G checkrides shows at the top of the page. This table shows the date of an Initial Form 5G, the expiration date of the last Questionnaire for that glider and the expiration date of the last annual Form 5G in that glider.
- c. Click on **“Click to View Pending, Disapproved or Expired Aircraft”**. A table of these aircraft will appear, if any.

The date of the last current CAPR 60-1 Exam Glider should be entered automatically. If the date is correct, go to step f:

- d. Enter the **[Date]** of the last **CAPR 60-1 Exam**.
- e. Click on **“Submit”**. If entered manually, this date must be validated before any other Form 5G data can be entered.
- f. Enter the **[Date]** of the **Questionnaire**.
- g. Select the **“Questionnaire Aircraft Type”**. Multiple aircraft types may be entered, by holding down CTRL and clicking the various types.
- h. Click on the **“Check box”** for **Initial** or **Annual** Form 5G.
- i. Enter the **[Date]** of the Form 5G.
- j. Select the **“Aircraft Type”** in which the Form 5G is taken.
- k. Select the **“Check Pilot”** who gave the Form 5G checkride.
- l. Click on the **“Check boxes”** for each of the Form 5G **Endorsements** completed.
- m. Enter the **[Date]** of the **Statement of Understanding**. (This is only entered one time).
- n. Click on **“Submit”**. All Form 5G tasks will be submitted for Validation.

All tasks that have been validated may be deleted by clicking on the **“Delete Button”** associated with that task. Endorsements may be deleted by clicking the **“Check box”** and then clicking the **“Delete Button”**.

9-4.3 Enter a CAP Form 91 checkride

- a. Point to **“Checkride/Questionnaires”**. A pulldown list will appear to the right.
- b. Click on **“Form 91”**. The Checkride/Questionnaires - CAPF 91 page will appear.
- c. Enter the **[Date]** of the Form 91 checkride.
- d. Select the **“Check Pilot”** for the pulldown list.
- e. Click on the **“Check box”** for **CAP Mission Check Pilot Checkout** if appropriate.
- f. Click on **“Submit”**. All Form 91 tasks will be submitted for Validation.

The Form 91 date, when validated, may be deleted by clicking the **“Delete button”**.

9-5. Enter Appointments

This module is divided into two (2) sections

1. Prerequisites.
2. Appointments.

9-5.1 Appointments – Prerequisites for some Pilot ratings

There are several tasks which can be entered in the prerequisites module.

1. National Check Pilots Standards Course completion.
2. CAP Solo Pilot Training completion.
3. Several other prerequisite items.

4. Cadet Orientation Pilot prerequisites.
5. Glider Pilot prerequisites.
6. CAP Tow Pilot prerequisites.

9-5.2 Enter Prerequisites

- a. Point to **“Appointments”**. A pulldown list will appear to the right.
- b. Click on **“Prerequisites”**. The **Prerequisites** page will appear.

Where applicable:

- c. Enter the **[Date]** of the National Check Pilot Standards Course.
- d. Enter the **[Date]** of the CAP Solo Pilot Training IAW FAR 61.87.
- e. Click on the **“Check box”** for CAP SAR/DR 25 Mission Sorties.
- f. Click on the **“Check box”** for CAP Solo Flight.
- g. Click on the **“Check box”** for CAP Solo Pilot Glider Aeronautical Knowledge Test.
- h. Click on **“Submit”**. All tasks entered will be submitted for Validation.

9-5.3 Cadet Orientation Pilot and Tow Pilot Prerequisites

Where applicable:

- a. Click on the **“Check boxes”** for the **PIC Hours** or **Flights** and **Cadet Orientation Online Exams** for:
 - b. Cadet Orientation Pilot Airplane.
 - c. Cadet Orientation Pilot AFROTC.
 - d. Cadet Orientation Pilot Glider.
 - e. CAP Tow Pilot.
- f. Click on **“Submit”**. All tasks entered will be submitted for Validation.

These dates or tasks, when validated, may be deleted by clicking on the **“Delete button”** associated with that date or task.

9-6 Enter Appointments – Appointments of Checkpilot Examiners

The following appointments may be entered using this module:

1. Check Pilot Examiner - Airplane.
 2. Check Pilot Examiner – Glider.
 3. Mission Check Pilot Examiner.
 4. Cadet Pre-Solo Pilot.
-
- a. Point to **“Appointments”**. A pulldown list will appear to the right.
 - b. Click on **“Appointments”**. The **Appointments** page will appear.
 - c. Click on the **“Check box”** for each appointment desired.
 - d. Click on **“Submit”**. All tasks entered will be submitted for Validation and/or Approval.

These tasks, when validated, may be deleted by clicking on the **“Delete button”** associated with that task.

9-7 Enter CAPR 35-6 Aeronautical Ratings

CAP Aeronautical ratings may be entered using this module:

1. CAP Pilot Rating.
2. CAP Senior Pilot Rating.
3. CAP Command Pilot Rating.
4. CAP Glider Pilot Rating.
5. CAP Balloon Pilot Rating.
6. CAP Solo Pilot Rating.
7. Cap Cadet Pre-Solo Pilot Rating.

These ratings are the authorization to wear the appropriate Wings on the CAP Uniform.

- a. Click on **“CAPR 35-6 Aeronautical Ratings”**. The **CAPR 35-6 Aeronautical Ratings** page will appear.
- b. Click on the **“Check box”** for each rating desired.
- c. Click on **“Submit”**. All tasks entered will be submitted for validation.

These tasks, when validated, may be deleted by clicking on the **“Delete button”** associated with that task.

9-8 What Do I Need?

“What do I Need” provides a means of looking at all of the tasks required for any of the CAP Pilot ratings. These ratings are as follows:

1. CAP Airplane Pilot.
 2. CAP Cadet Pre-solo Pilot.
 3. CAP Check Pilot – Airplane.
 4. CAP Check Pilot – Glider.
 5. CAP Check Pilot Examiner Airplane.
 6. CAP Check Pilot Examiner Glider.
 7. CAP Glider Pilot.
 8. CAP Instructor Pilot – Airplane.
 9. CAP Instructor Pilot – Glider.
 10. CAP Mission Check Pilot.
 11. CAP Mission Check Pilot Examiner
 12. CAP Solo Pilot- Airplane.
 13. CAP Solo Pilot – Glider.
 14. CAP Tow Pilot.
 15. Cadet Orientation Pilot – AFROTC.
 16. Cadet Orientation Pilot – Airplane.
 17. Cadet Orientation Pilot – Glider.
- a. Click on **“What Do I Need?”**. The What Do I Need page will appear.
 - b. Select the **“Pilot Rating”** desired. The task list for that rating will appear showing the following data columns:
 - Task Name.
 - Pending Completed Date.
 - Completed Date.
 - Expiration Date.

All tasks entered for that rating will show in this table. Some tasks, such as FAA instrument and Statement of Understanding have no expiration date. If the task has been completed, a green check mark appears to the left of the task name. If something is missing, a red flag is shown.

If you want to enter a task or check the task already entered:

- c. Click on the “**Task name**”. The system will return to the Data Entry module where you can check or enter this data.

These modules are:

FAA Requirements. Para 9-3.
Checkride/Questionnaires. Para 9-4.
Appointments. Para 9-5 or 9-6.
CAPR 35-6 Aeronautical Ratings. Para 9-7.

- c. If you want to enter a new task, use the appropriate procedure and submit the new task for validation.

All tasks for OPS-CAPPilot ratings and requirements must be validated by an approving authority using the M.I.M.S. “Validations” module (see Para 11-0).

When all tasks for CAP Airplane/Glider Pilot have been validated, the Achievement becomes Active.

If you want to verify that a task has been entered and validated, return to “What Do I Need” para 9-8, and select the rating desired.

All CAP Check Pilot Achievements must also be **approved**, once all of the tasks have been validated. Renewal of these achievements only requires that the tasks involved be validated.

Approval of OPS-CAPPilot achievements may be done by the Unit Commander, Vice Commander, or Stan / Eval Officer as assigned by the Duty Assignment application.

The Unit’s ES Officer will not see Pilot Achievements on his M.I.M.S. Approvals Waiting list.

The procedure above applies to all OPS-CAPPilot Achievements (Specialty ratings).

It should be noted that there is no notification system to advise a Unit Commander or anyone else to validate these items. You will have to ask your Unit Commander or ES Officer to check and then validate these tasks or achievements.

9-9 M.I.M.S. Personal Currency **M.I.M.S. FMS Currency (Restricted)**

The “M.I.M.S. Personal Currency” or the “M.I.M.S. FMS Currency” applications are used to enter your FAA Currency information into M.I.M.S. The information that can be entered, are the dates of your last three takeoffs and landings, Day Time, Night Time, and your Instrument Currency information. This has to be done about every 90 days for TO/L currency, and about every six months for instrument currency. Information for every flight does not have to be entered.

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted Applications:

- a. Click on **“M.I.M.S.”** under Restricted Applications.
- b. Click on **“FMS Currency”**. The “FMS Currency” page will appear. (This page has no title).
- c. Enter the **[CAPID]** of the member you are working on. (No lookup is provided)
- d. Click on **“Run CAPID”**.

If you do not have restricted application capability:

- e. Click on **“M.I.M.S. Personal Currency”** under CAP Utilities. The “FMS Currency” page will appear for your CAPID.

9-9.1 To enter your FAA Currency Takeoff and Landing data

On the Data Entry Section.

- f. Select the **Aircraft Class**, **“SEL”**, **“MEL”** **“SES”** or **“MES”**.
- g. Select the **[Date]** of your last flight.
- h. Click on the **“Number”** of Takeoffs and Landings.
- i. Click on **“Save”**.

Always enter the oldest dates first, as new entries override previous entries.

To “View Entered Data”, select aircraft **“Class”**. A list of the entered dates will appear.

9-9.2 To enter your FAA Instrument Currency data

- k. Click on **“Instrument Experience Entry”** at the top of the page.
- l. Select the **[Date]** of your last instrument practice or actual flight.
- m. Click on the **“Number of Approaches”**, **“Holding Procedure”**, and **“Interception and Tracking”**.

OR

- n. Enter the **[Date]** of your Instrument Proficiency Check if any.
- o. Click on **“Save”**. The dates of your information will show in the “View Entered Data” window.

To view your Currency Status

- p. Click on **“View Currency Report”**. The Currency report will appear. This report shows the Expiration Dates of Takeoffs and Landings and Instrument Currency.

10-0 REPORTS

If you are a Unit Commander, from the e-Services Home page, Restricted applications

- a. Click on **"M.I.M.S."** in the "Restricted Applications" menu. The M.I.M.S. Home page will appear.
- b. Click on **"Reports"** The Report selection screen will appear.

10-1 Reports by Functional Area and Achievement.

- a. Select **"Achievement Outline"**.
- b. Select **"Functional Area"**.
- c. Select **"Achievement"**.
- d. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
- e. Click on **"Submit"**. The Outline for the selected achievement will appear.

10-2 Reports by Functional Area and Achievement and Unit.

- a. Select **"Specific Qual /Achv"** or
- a. Select **"Specific Qual /Achv" for 90 Day Expired Members.**
- b. Select **"Unit"**
- c. Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
- d. Select **"Functional Area"**.
- e. Select **"Achievement"**.
- f. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
- g. Click on **"Submit"**. The Selected Report for the Unit will appear.

10-3 Reports by Unit

- a. Select **"All Qual/Achv for 90 Day Expired Members"** or
- a. Select **"All Qual/Achv with Data"** or
- a. Select **"ES 116/117/SET Tasks"** or
- a. Select **"ES CAPT 116 Report"** or
- a.. Select **"ES CAPT 117 Report"** or
- a. Select **"Expiring Achievements by Unit"** or
- a. Select **"Expiring Tasks by Unit"** or
- a. Select **"FRO Support Report"** or
- a. Select **"All Qual/Achv for 90 Day Expired Members"**
- b. Select **"Unit"**
- c. Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
- d. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
- e. Click on **"Submit"** The Selected Report for the Unit will appear.

10-4 Reports by Member, Functional Area and Achievement

- a. Select "**Member Qual/Avchv**" or
- a. Select "**Member Qual/Achv for 90 Day Expired Members**" or
- a. Select "**Tasks Remaining**."
- b. Enter **[CAPID]** of the member desired
- c. Click "**Tab**" key

Or

- d. Enter the **[Last Name]** and **[First Name]**.
- e. Click on "**Click to Search by Name**" (If multiple members show up, select the desired member's CAPID in blue.).
- f. Select download format. "**PDF**", WORD or EXCEL. (PDF is the default).
- g. Click on "**Submit**" The Selected Report for the Unit will appear.

10-5 Reports by Member, Unit, and/or Achievement

- a. Select "**ES Resources Report**" or
- a. Select "**ES resources Report for 90 Day Expired members**"

Select either the Member, Unit or ES Achievement, or any combination of these three criteria.

By Member

- b. Enter **[CAPID]** of the member desired
- c. Click "**Tab**" key

Or

- d. Enter the **[Last Name]** and **[First Name]**.
- e. Click on "**Click to Search by Name**" (If multiple members show up, select the desired member's CAPID in blue.).

By Unit

- f. Select "**Unit**"
- g. Click on "**View Unit Only**" button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.

By Functional Area and Achievement

- h. Select "**Functional Area / Emergency Services**" only.
- i. Select "**Achievement**".
- j. Select download format. "**PDF**", WORD or EXCEL. (PDF is the default).
- k. Click on "**Submit**" The Selected ES Resources Report for the Member or Unit will appear.

10-9 CAP Utility Member Qual Info

- a. Click on **“M.I.M.S. Personal”** under CAP Utilities
- b. Click on **“Member Qual Info”**. A pull down list of available reports will appear.
- c. Select **“Mbr Qual Info Report”** from the dropdown list.
- d. Enter **[CAPID]** of the member desired
- e. Click **“Tab”** key

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member's CAPID in blue.).
- h. Click on **“View Report”** The Mbr Qual Info Report will appear for the selected member.

All other reports in this list are reports of data within a selected Unit, Group or Wing and are all created in the same manner.

- a. Select **“FRO Support Report”** or
- a. Select **“AFROTC Orientation Report”** or
- a. Select **“Cadet Orientation Pilot Report”** or.
- a. Select **“CAP Check Pilot Report”** or
- a. Select **“CAP Instructor Pilot Report”** or
- a. Select **“CAP Tow Pilot Report”** or
- a. Select **“Mission Observer Report”** or
- a. Select **“SAR/DR Mission Pilot Report”**.
- b. Select **“Unit”** from the dropdown list. (This list contains all units in CAP).
- c. Click on **“View Unit Only”** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
- d. Click on **“View Report”** The selected report for the Unit will appear.

Other reports may be added as the need arises.

11-0 VALIDATE TASKS PROCEDURES

These Validation procedures require that the person using them, have at least UNIT "Scope" and Data Entry "Process" for Validate Achievements or Tasks authorization by your WSA.

Validation means that you actually SEE the document you are validating.

"Tasks" that have to be "Validated" are the tasks required to qualify for any of the Cadet Programs, OPS-CAPPilot and OPS-Counterdrug achievements. All OPS-Emergency Services Achievements only require "Approval" after ALL of the tasks have been completed for that Achievement. The individual "ES Tasks" do not require validation. Approval of an "ES Achievement" is accomplished using the "**M.I.M.S. Approval Module**" (See Para 13-0).

11-1 Validate Tasks

If you are a Unit Commander, from the e-Services Home page, Restricted applications

- a. Click on "**M.I.M.S.**" in the "Restricted Applications" menu. The M.I.M.S. Home page will appear.
- b. Click on "**Validations**". The Validation Statement of Understanding" page will appear.
- c. Click "**YES**" if you agree. The "Validation for Achievements or Tasks" page will appear.
- d. Select the "**Scope**" you want to work on, "Unit" or "Group", then select the "ORGID (Unit)" you want to work on.
- e. A list of all Tasks that are pending approval in the "Unit" or "Group" you selected will appear. This list may be several pages long, if accessed at the "Group" level.

If you are only interested in looking at certain categories of data, you may select from four methods of filtering the data

1. "**Functional Area**", to look at a limited amount of data, e.g.: Ops-CAPPilot Cadet-Programs, etc.
2. **[CAPID]**, to look at only one member's data.
3. **[Last Name]** to look at just one last name.
4. "**Alphabet**" to look at, e.g. Only the "W's".
An alphabetical index is shown on the screen. You can select all Achievements or Tasks in one alphabetical Group. This list is in order alphabetically by Unit Number.
- f. Scroll through the list and find the Achievements or Tasks you want to either "**Approve**" or "**Reject**".
- g. Click on the "**Approve**" or "**Reject**" button for each Task, etc.
- h. Enter **[Comment]** for any "Rejected" Achievement.
- i. Click the "**Confirm**" button.

This completes the Validation for any of the Cadet Programs, OPS-CAPPilot or OPS Counter-drug tasks.

Validation of all of the Tasks does not necessarily complete the approval of the Achievement. Some Achievements such as Check Pilot, Instructor Pilots, and Cadet Orientation Pilots, also require "Approval" up the Chain of Command. See Para 13-0.

12-0 Suspension of Achievements

The “M.I.M.S. Achievement Suspension” module is used to suspend a member's achievement[s] for any valid reason. This module can be used to suspend any OPS-Emergency Services or OPS-CAPPilot achievement. Suspended achievements will show on the member's achievement lists as “Suspended” or “Suspended by [name]” showing who suspended it. Suspended achievements can be reactivated using the reactivate procedure. The M.I.M.S. Achievement Suspension module will only appear as a restricted application.

The M.I.M.S. Achievement Suspension module is automatically assigned to all Unit Commanders and may be assigned to any member the Commander desires using WSA.

12-1 Suspend a member's achievement

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted Applications:

- a. Click on “**M.I.M.S.**” The M.I.M.S. Home Page will appear.
- b. Click on “**Suspensions**” The Achievement Suspension Form will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click “**Tab**” key The Suspension page will appear showing all current achievements.

Or

- e. Enter member's [**Last Name**] and [**First Name**].
- f.. Click on “**Click to Search By Name**” (If multiple members show up, select the desired member's CAPID in blue.) The Suspension page will appear showing all current achievements.
- g. Select “**Functional Area**” OPS-Emergency Services or OPS-CAPPilot. A list of active achievements will appear.
- h. Select “**Action**” to be taken.
 1. Suspend (Expiration Period).
 2. Suspend (Indefinite).
 3. Reactivation.
- i. Enter [**End Date**] if expiration period was selected.
- j. Enter [**Reason**] for the suspension.
- k. Click on the “**Check Boxes**” for each achievement you want to suspend. The reason will be entered for each achievement selected. This can be changed for any achievement.
- l. Click on “**Submit**”. The achievements selected will disappear from the members achievement list.

To see a list of suspended achievements:

- m. Click on “**View Suspended Achievements**”. A list of suspended achievements will appear.

12--2 Reactivate a member's achievement

If you are a Unit Commander and/or have M.I.M.S. under e-Services Restricted Applications:

- a. Click on “**M.I.M.S.**” The M.I.M.S. Home Page will appear.
- b. Click on “**Suspensions**” The Achievement Suspension Form will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click “**Tab**” key The Suspension page will appear showing all current achievements.

Or

- e. Enter member's **[Last Name]** and **[First Name]**.
- f. Click on **"Click to Search By Name"** (If multiple members show up, select the desired member's CAPID in blue.)
- g. Click on **"View Suspended Achievements"**. A list of suspended achievements will appear.
- h. Click on **"Reactivate"** for each achievement desired. The achievement[s] will be reactivated.

13-0 M.I.M.S. Approval Module

The “M.I.M.S. Approval Module” is used to accomplish the final approval of an Achievement for a member.

The only people that can access the “M.I.M.S. Approval Module” are the Commander, Vice Commander, Operations (OPS) Officer, Emergency Services (ES) Officer, and Standards and Evaluation (Stan / Eval) Officer (and Assistants) as defined by the “Duty Assignment” application under e-Services (See Para 19-0). This is the application that is used to define the Personal Authorization for the Unit. The Commander, and Vice Commander see all Approvals waiting. The ES Officer sees OPS-Emergency Services, OPS-Counterdrug, and Cadet-Programs Achievements waiting for Approval. The OPS Officer and Stan / Eval Officer see all OPS-CAPPilot Achievements waiting for Approval.

Access to this Module only comes from the Entry button (“M.I.M.S. Approvals Waiting (nn)”) on the Commander’s, Vice Commander’s, OPS Officer’s, ES Officer’s, or Stan / Eval Officer’s e-Services Home page above the Restricted Applications list.

Note: In some Wings, additional approval authority is given to the ES Training Officer in approved Wing Supplements to CAPR 60-3.

13-1 Approval Of Achievements

If you are a Unit Commander, or designee, from the e-Services Home page, Restricted applications.

- a. Click on **“M.I.M.S. Approvals Waiting (nn)”**.

The “M.I.M.S. Approval Application” page will appear. Depending on your “Scope”, and Duty Position, a list of pending Achievements will be listed alphabetically. Each Achievement shows the CAPID, Member name, Member Unit, Achievement data, Approval Level required, and a “View detail” button, in addition to the Approve and Disapprove buttons.

- b. Click on **“Approve”** or **“Disapprove”** for an Achievement. If you disapprove, you must include a **comment** in the comment field. Explain why you disapproved the Achievement.

If you want to see the details of the tasks for a given Achievement, click on **“View Detail”** to see all of the tasks and completion dates for these tasks.

- c. After all desired Achievements have been approved or disapproved, click on **“Submit”**. All Achievements do not have to be approved at the same time.

A message “Are you sure you want to approve these Achievements / Tasks?” will appear.

- d. Click on **“OK”** or **“Cancel”**.

The “M.I.M.S. Approval Module” page will reappear without the Achievements just approved.

Once an Achievement has been approved, if the member looks at the Current Achievements Table, (Under M.I.M.S. / Emergency Services), the Achievement will now show as “Active”. If a higher level of approval is still required, that achievement will still show a Status of “Pending [Level] Approval. (“Level” can be Unit, Group, or Wing.)

14-0 CAP Pictures for CAPF 101 cards

M.I.M.S. has the capability to include a copy of your digital picture on your CAPF 101 Card. You, as a member, can send your picture to National Headquarters, to be included on your CAPF 101 card. It must be validated by your Unit Commander before it is used.

14-1 Upload CAP Picture Or Image Upload For Commanders (Restricted)

If you are a Unit Commander, from the e-Services Home page, Restricted applications.

- a. Click on **“Image Upload for Commanders”** button. The “CAP Image Upload for Commanders” page will appear.
- b. Enter the **[CAPID]** desired or use the Look Up CAPID button to locate it.
- c. Use the **“Browse”** button to locate the picture desired.
Click **“Press to upload CAP Picture”** The digital photograph will be uploaded to the M.I.M.S. database.

Or

- a. Click on **“M.I.M.S.”** under Restricted Applications. The M.I.M.S. Home Page will appear.
- b. Click on **“Emergency Services”**. The M.I.M.S. Emergency Services page will appear.
- c. Click on **“CAPF 101 by CAPID”** The CAPF 101 Page will appear with no member information.

- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **“Tab”** key The CAPF 101 by CAPID page will appear.

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.) The CAPF 101 by CAPID page will appear.

If you do not have restricted application capability:

- h. Click on **“M.I.M.S. Personal”** under CAP Utilities.
- i. Click on **“Emergency Services”** The M.I.M.S. Emergency Services page will appear with your name at the top of the page.
- j. Click on **“CAPF 101”** The CAPF 101 Page will appear.
- k. Click on **“Upload CAP Picture”**. The “Civil Air Patrol Image Upload” page will appear.
- l. Click on **“Browse”** to locate the picture in your files
- m. Click on **“Press to upload CAP Picture”** The digital photograph will be uploaded to the M.I.M.S. database.

An alternative way to Upload your CAP Picture is via the **Review/Edit My Member Info** page.

- g. Click on **“Review/Edit My Member Info”** at the top of the e-Services home page. The Personal Information page will appear.
- h. Click on **“Personal Characteristics”**. The Personal Characteristics page will appear.
- i. Click on **“Upload CAP Picture”**. The “Civil Air Patrol Image Upload” page will appear.
- j. Use the **“Browse”** button to locate the picture desired.
- k. Click on **“Upload CAP Picture”**. The digital photograph will be uploaded to the M.I.M.S. database.

14-2 Validate Cap Pictures

Before a picture can be used on a CAPF 101 card, it must be validated by the Unit Commander

If you are a Unit Commander, from the e-Services Home page, Restricted applications

- a. Click on **“Validate CAP Picture”** under Restricted Applications. The Validate CAP Picture page will appear.
- b. Select the **“Unit”** desired

There are four options. “Approve”, “Inappropriate”, “Does not Match Name”, and “Unacceptable. After examining the photograph:

- c. Click the **“Appropriate button”** to validate or reject the picture.
- d. Click **“Submit”**.
- e. You can also click **“Validate All Pictures for [Unit]”** and all pictures for that Unit will be validated at once.

15-0 MISCELLANEOUS PROCEDURES

This section to be rewritten

16-0 Look up CAPID or Member Qualifications

16-1 Locate CAPID Of Another Member

Under Cap Utilities

- a. Click on **“Member Search”**
- b. Enter the **[Last Name]** and **[First Name]**.
- c. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.).

16-2 Locate Qualification Information of a member anywhere in CAP

In some cases, you need to locate the CAPID of a member outside your own Unit.

- a. Click on **“M.I.M.S. Personal”** under CAP Utilities
- b. Click on **“Member Qual Info”**. A pull down list of available reports will appear.
- c. Select **“Mbr Qual Info Report”** from the dropdown list.
- d. Enter **[CAPID]** of the member desired
- e. Click **“Tab”** key

Or

- f. Enter the **[Last Name]** and **[First Name]**.
- g. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.).
- h. Click on **“View Report”** The Mbr Qual Info Report will appear for the selected member.

17-0 Membership

17-1 Duty Performance Promotions

To enter a Duty Performance promotion for a member who has completed all of the requirements for a new grade IAW CAPR 35-5 and CAPR 50-17, use the **Promotion Module** under the **Membership** restricted application.

In order to enter a promotion to a higher grade, the member must have completed all of the requirements defined in the regulations.

These are:

1. Time in Grade as required.
2. Skill Level. i. e. Completed a Specialty Track at the level required.
3. Age requirement.

If you are a Unit Commander and/or have the Membership application under e-Services Restricted Applications:

- a. Click on **“Membership”** under Restricted Applications. The Membership page will appear.
- b. Click on **“Promotions”** at the top of the screen. The Duty Performance Promotion screen will appear
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click **“Tab”** key All of the current qualifications for the member will appear.

Or

- e. Enter the **[Last Name]** and **[First Name]**.
- f. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member's CAPID in blue.) All of the current qualifications for the member will appear.

If any of the Promotion Requirements listed have a Red Flag in front of them, the member is not qualified for a higher rank.

- g. Enter the **[Effective date]** for the new grade.
- h. Click on **“Request that this member be promoted to [new grade]”**.

The promotion will be submitted to the Unit Commander for Approval. This approval authority is only given to the Unit Commander and is found under his/her Commander's Corner Applications. This approval authority cannot be delegated with WSA.

For grades of 2Lt and 1Lt, the final approving authority is the Unit Commander. For grades of Capt and above, once the new grade is approved at the Unit level, it is submitted up the Chain of Command, until approved by the highest level required by the regulations. It is then made effective on the date that has been entered.

17-2 Transfers

To enter a Transfer for a member from one Unit to another, use the **Transfer Module** under the **Membership** restricted application. Transfers are normally initiated by the receiving Unit.

If you are a Unit Commander and/or have the Membership application under e-Services Restricted Applications.

- a. Click on **"Membership"** under Restricted Applications. The Membership page will appear.
- b. Click on **"Transfers"** at the top of the screen.
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click **"Tab"** key All of the current qualifications for the member will appear.

Or

- e. Enter the **[Last Name]** and **[First Name]**.
- f. Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.) All of the current qualifications for the member will appear and the Transfer information will show at the bottom of the screen.

Under the "Transfer This Member Info" heading.

- e. Select **"Unit"**.
- f. Enter **[Date]** dd mmm yy.
- g. Enter any **[Comment]** desired.
- h. Click on **"Submit"**.

The transfer will take effect on the date entered.

18-0 Personnel

18-1 Senior Member Specialty Track

To enter a Specialty Track for a member who has completed all of the requirements, as defined in the appropriate CAP Pamphlet, use **Senior Member Specialty Track** under your restricted applications.

If you are a Unit Commander and/or have the Senior Member Specialty Track application under e-Services Restricted Applications.

- a. Click on **“Senior Member Specialty Track”**. The Senior Member Specialty Track page will appear.
- b. Select the **“Member”** desired from the pull down list of members within your Scope. A table of current Specialty Tracks for the member will appear.
- c. Click **“Yes”** or **“No”** button for “Have all the training requirements contained in the Specialty Track pamphlets been completed?”
- d. Select the **“Track”** desired.
- e. Select the **“Rating”** desired. (None, Tech, Senior, Master. Use “none” if in progress.)
- f. Select **[Date Completed]**.
- g. Click on **“Submit”**.

The new track will appear under the “Recommended Specialty Track and Rating”.

The new Specialty track must be approved by the Unit Commander, using the approval module under his/her Commander’s Corner applications.

19-0 Duty Assignment

19-1 Assign Duty Positions (Personnel Authorization)

The “Duty Assignment” application is used to assign members to the various positions within the Unit Organization. It is the application that creates the “Personal Authorization” in M.I.M.S. for the Unit. By definition, the **Unit Commander** is already assigned to that position. Three other positions that should be defined as soon as possible are **Vice Commander**, **ES Officer**, and **Stan/Eval Officer**, as these three positions need to be defined in order for the “Approval Module” (Para 13-0) to function as designed. See Para 13-0 for details.

If you are a Unit Commander and/or have “Duty Assignment” under e-Services Restricted Applications.

- a. Click on **“Duty Assignment”** under Restricted Applications. The “CAP Duty Positions” page will appear.
- b. Click on **“Duty Assignment”** at the top of the page.
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click **“Tab”** key All of the current qualifications for the member will appear.

Or

- e. Enter the **[Last Name]** and **[First Name]**.
- f. Click on **“Click to Search by Name”** (If multiple members show up, select the desired member’s CAPID in blue.) The Current Duty Positions list will appear.
- g. Select **“Unit”** desired.
- h. Select **“Functional Area”**.
- i. Select **“Duty Position”**.
- j. Click Assistant **“Yes”** or **“No”**.
- k. Click **“Assign”**. The Current Duty Positions list will be updated.

To delete a position:

- l. Click **“Delete”** for that position. That position will be removed from the list.

19-2 Print Duty Assignment reports

Duty Assignment Reports are similar to a Personnel Authorization Report. These reports may include assigned “assistants”, if desired

If you are a Unit Commander and/or have “Duty Assignment” under e-Services Restricted Applications.

- a. Click on **“Duty Assignment”** under Restricted Applications. The “CAP Duty Positions” page will appear.
- b. Click on **“Duty Assignment”** at the top of the page.
- c. Click on **“View Reports”**.
- d. Select **“Duty Assignment”** or **“Duty Assignments (Include Assistants)”**.
- e. Select **“Scope”** Unit, Group or Wing.
- f. Select **“Unit”**.
- g. Click on **“View Unit Only”** box to limit Group or Wing units to just that Unit.
- h. Select **“File Type”** PDF, Word. or Excel.
- i. Click on **“Select “View Report”**. A Personnel Authorization report will appear.

20-0 Achievement Entry Without Tasks / Renewal Entry

These applications can be used to enter any achievement into M.I.M.S. without having to enter all of the required Tasks. The achievements entered with these applications, go through the same approval process as achievements entered via the task entry procedures. They **SHOULD NOT** be used to enter **NEW** Achievements into M.I.M.S.

Normal conversion from WMU should be done using the SQTR Quick Entry application, as described in para 8-4 of this document, which requires the normal approval process. Transfer of all Standard WMU Specialties to M.I.M.S can also be accomplished by using the “WMU to M.I.M.S. conversion procedure” described in Attachment 3 of this document. This procedure only requires Unit Level Approval in WMU and none in M.I.M.S.

20-1 Renewal of a Achievement (Specialty)

The Single-person Achievement Entry application can be used to enter the Renewal Date for any Achievement for any member within your Scope. The member should present a completed copy of the SQTR for the Specialty involved, showing that he/she has reviewed all of the required tasks for the Achievement and has been signed off by a SET qualified Standard in that specialty. In the case of Mission Pilots, the signed off CAP Form 91 is all that is required.

20-2 Enter an Achievement or Edit an Achievement for renewal.

Use the procedure described in Para 8-3, **Single-Person Specialty Entry**.

90-0 WSA Applications

90-1 WSA Restricted Applications

There are several restricted applications that may be assigned access for each WSA or member.

- | | |
|--------------------------------------|---|
| a. CAP Personnel Information | Change personnel Information. |
| b. CAPWATCH Download. | Download the National Database. |
| c. Duty Assignment | Assign Duty positions for your Unit i.e.a "PA". |
| d. Image Upload for Commanders | Transmit pictures to M.I.M.S. |
| e. Member Search | Look at Personnel information. |
| f. Membership | Duty Promotions and Transfers. |
| g. M.I.M.S. Applications | These are divided into nine modules. |
| 1. Cadet | |
| a. Curry | Enter Cadet Curry achievements |
| 2. Counter Drug | Enter CD Tasks. |
| 3. Emergency Services | |
| a. CAPF101 Card | Print a CAPF 101 Card |
| b. Multi-Person Entry | Enter a specialty for multiple members |
| c. Single-Person Entry | Enter multiple specialties for one person |
| d. SQTR Quick Entry | Enter ES tasks for one person |
| e. SQTR Worksheet | View SQTR Worksheet |
| 4. Pilot | |
| a. FAA requirements | Enter FAA Pilot Certificates and Ratings |
| b. Checkride/Questionnaire | Enter CAP Checkrides and questionnaires |
| c. Appointments | Enter CAP prerequisites and Special CAP Ratings |
| d. CAPF 35 Aeronautical Ratings | Enter CAP Awards |
| e. What do I Need | View status of tasks etc |
| 5. Reports | View various M.I.M.S. Reports |
| 6. Validations | Validate Cadet, CD and CAP Pilot Tasks |
| 7. Suspension | Suspend ES or Pilot Achievements |
| h. Organizational Contacts | Access to information about Units. |
| i. Senior Member Specialty Track | Entry of new Specialty Tracks. |
| j. Validate CAP Picture | Verify that pictures are valid. |
| k. Vehicle Usage Reporting (Form 73) | Transmit vehicle to National. |
| l. WSA Security Admin | Assign access to e-Services applications. |

90-2 Recommended Minimum Applications For A Group/Unit Commander (WSA)

	Application	Module	Process	Functional Area	Scope *
a.	CAP Personnel Information		Data Entry	Personnel	Group/Unit
b.	CAPWATCH Download		Read Only		Group/Unit
c.	Duty Assignment		Data Entry	Personnel	Group/Unit
d.	Image Upload for Commanders		Data Entry	Personnel	Group/Unit
e.	Member Search		Read Only	Personnel	Wing
f.	Membership	Promotions	Data Entry	Personnel	Group/Unit
g.	Membership	Transfers	Data Entry	Personnel	Group/Unit
h.	M.I.M.S.	Curry	Data Entry	Cadet Programs	Group/Unit
i.	M.I.M.S.	Achievements	Data Entry	OPS-Counterdrug	Group/Unit
j.	M.I.M.S.	CAPF 101 Card	Data Entry	OPS-Emergency Services	Group/Unit
k.	M.I.M.S.	Multi-Person	Data Entry	OPS-Emergency Services	Group/Unit
l.	M.I.M.S.	Single-Person	Data Entry	OPS-Emergency Services	Group/Unit
m.	M.I.M.S.	SQTR Quick Entry	Data Entry	OPS-Emergency Services	Group/Unit
n.	M.I.M.S.	SQTR Worksheet	Data Entry	OPS-Emergency Services	Group/Unit
o.	M.I.M.S.	FAA Requirements	Data Entry	OPS-CAPPilot	Group/Unit
p.	M.I.M.S.	Checkride/Quest	Data Entry	OPS-CAPPilot	Group/Unit
q.	M.I.M.S.	Appointments	Data Entry	OPS-CAPPilot	Group/Unit
r.	M.I.M.S.	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Group/Unit
s.	M.I.M.S.	What Do I Need	Data Entry	OPS-CAPPilot	Group/Unit
t.	M.I.M.S.	Reports	Read Only	All	Group/Unit
u.	M.I.M.S.	Validations	Data Entry	Cadet Programs	Group/Unit
v.	M.I.M.S.	Validations	Data Entry	OPS-Counterdrug	Group/Unit
w.	M.I.M.S.	Validations	Data Entry	OPS-CAPPilot	Group/Unit
x.	M.I.M.S.	Suspension	Data Entry	OPS-Emergency Services	Group/Unit
y.	M.I.M.S.	Suspension	Data Entry	OPS-CAPPilot	Group/Unit
z.	Organizational Contacts		Read Only	Personnel	Wing
aa.	Validate CAP Picture		Data Entry	Personnel	Group/Unit
ab.	WSA Admin		Data Entry	Mission Support	Group/Unit

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit*

** Assign either Group or Unit Scope, depending on level of Command.*

These applications allow each Commander (WSA) to look at or change the data for all members in his Unit and use the various applications to enter Achievements or Tasks completed and other data for himself or any member of his/hers organization. These are the *TASKS* that are required by CAPR 60-4 Volume II, SQTR (CAPF 101T's), to qualify for any Emergency Services Specialty.

90-3 Default “Cap Utilities” Applications For All Members

	Application	Module	Process	Functional Area	Scope
a.	CAPWATCH Download		Read Only	General	Unit
b.	Member Search		Read Only	Personnel	Unitc.
	M.I.M.S. Personal	Curry	Data Entry	Cadet Programs	Member
d.	M.I.M.S. Personal	Achievements	Data Entry	OPS-Counterdrug	Member
e.	M.I.M.S. Personal.	CAPF 101 Card	Data Entry	OPS-Emergency Services	Member
f.	M.I.M.S. Personal	Single-Person	Data Entry	OPS-Emergency Services	Member
g.	M.I.M.S. Personal	SQTR Quick Entry	Data Entry	OPS-Emergency Services	Member
h.	M.I.M.S. Personal	SQTR Worksheet	Data Entry	OPS-Emergency Services	Member
i.	M.I.M.S. Personal	FAA Requirements	Data Entry	OPS-CAPPilot	Member
j.	M.I.M.S. Personal	Checkride/Quest	Data Entry	OPS-CAPPilot	Member
k.	M.I.M.S. Personal	Appointments	Data Entry	OPS-CAPPilot	Member
l.	M.I.M.S. Personal	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Member
m.	M.I.M.S. Personal	What Do I Need	Data Entry	OPS-CAPPilot	Member

These applications allow each member to look at his/her own data and/or enter Achievements or Tasks completed for himself/herself.

These are the *TASKS* that are required by CAPR 60-4 Volume II, SQTR (CAPF 101T's), to qualify for any Emergency Services Specialty.

In the future, there may be additional applications added that are not listed in this document.

Each Unit Commander has the option of delegating any of the M.I.M.S. applications authority to any member of his/her Unit up to the “Scope” level that he/she holds.

90-4 Possible Additional Restricted Applications For A Member

Each Unit Commander has the option of delegating any of the M.I.M.S.(FMS) applications authority to any member of his/her Unit up to the "Scope" level that he/she holds.

	Application	Module	Process	Functional Area	Scope
a.	CAP Personnel Information		Data Entry	Personnel	Unit
b.	Member Search		Read Only	Personnel	Wing/ Group
c.	M.I.M.S.	Curry	Data Entry	Cadet Programs	Group/Unit
d.	M.I.M.S.	Achievements	Data Entry	OPS-Counterdrug	Group/Unit
e.	M.I.M.S.	CAPF101 Card	Data Entry	OPS-Emergency Services	Group/Unit
f.	M.I.M.S.	Multi-Person	Data Entry	OPS-Emergency Services	Group/Unit
g.	M.I.M.S.	Single-Person	Data Entry	OPS-Emergency Services	Group/Unit
h.	M.I.M.S.	SQTR Quick Entry	Data Entry	OPS-Emergency Services	Group/Unit
i.	M.I.M.S.	SQTR Worksheet	Data Entry	OPS-Emergency Services	Group/Unit
j.	M.I.M.S.	FAA Requirements	Data Entry	OPS-CAPPilot	Group/Unit
k.	M.I.M.S.	Checkride/Quest	Data Entry	OPS-CAPPilot	Group/Unit
l.	M.I.M.S.	Appointments	Data Entry	OPS-CAPPilot	Group/Unit
m.	M.I.M.S.	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Group/Unit
n.	M.I.M.S.	What Do I Need	Data Entry	OPS-CAPPilot	Group/Unit
o.	M.I.M.S.	Reports	Read Only	All	Group/Unit
p.	M.I.M.S.	Validations	Data Entry	Cadet Programs	Group/Unit
q.	M.I.M.S.	Validations	Data Entry	OPS-Counterdrug	Group/Unit
r.	M.I.M.S.	Validations	Data Entry	OPS-CAPPilot	Group/Unit
s.	M.I.M.S.	Suspension	Data Entry	OPS-Emergency Services	Group/Unit
t.	M.I.M.S.	Suspension	Data Entry	OPS-CAPPilot	Group/Unit

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit.*

Only assign these capabilities for a member who has a "NEED" for such authority.

Other applications are occasionally added to M.I.M.S. and may not be referenced in this document.

These applications allow each member to look at data and use these applications to enter Achievements or Tasks completed for himself/herself and any other member of his/her Unit. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for any Emergency Services Specialty.

The "Validate Achievements or Tasks" procedures with Data Entry capability at the Unit or higher level, allow for the Approval of Achievements or Tasks.

The assignment of these WSA permissions should be used with great discretion. Also, any time a member transfers from the Unit, these restricted applications should be deleted.

Attachment 1

CAPT 116 and ICS 100 tests

To access the CAPT 116 and ICS 100 study guide and online test:

Get on the Internet.

Go to <www.cap.gov> National Web site (Save this in your favorites).

Point to **"Members"**.

Click on **"e-Services"**.

Enter your **[Username]** or **[CAPID]**.

Enter your **[Password]**.

Click on **"Log On"**.

The E-Services home page will appear.

If you are a first time user, click on **"Click here"**. Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on **"CAP Online Exams"**.

Click on **"Emergency Services Online Examinations"**.

The **"Operations Directorate Online Quiz System"** selection page will appear.

Under **"Before taking the GES test"** click **"here"** to view the slides

The CAPT 116 / ICS 100 slide presentation will appear.

View the course.

When you are ready to take the test:

Go to <www.cap.gov> National Web site

Point to **"Members"**.

Click on **"E-Services"**.

Enter your **[Username]** or **[CAPID]**.

Enter your **[Password]**.

Click on **"Log On"**.

The E-Services home page will appear.

Click on **"CAP Online Exams"**.

Click on **"Emergency Services Online Examinations"**

The **"Operations Directorate Online Quiz System"** selection page will appear.

Select the **"Complete CAPT 116 (50 questions)"** test.

Enter your **[CAPID]** and click **"Next"**.

Take the test

When finished, click **"OK, Grade the Test!"**.

Go back to the **"Operations Directorate Online Quiz System"**.

Click **"Here"** to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and certificate number of this test (CAPT 116 and ICS 100) is automatically entered into WMU and M.I.M.S. on the "GES - General Emergency Services Specialties" page.

Once this data is entered into M.I.M.S., you can request an Initial CAPF 101 "GES card"

Attachment 2

CAPT 117 Continuing Education tests

To access the CAPT 117 tests:

Get on the Internet

Go to <www.cap.gov> National Web site (Save this in your favorites)

Point to **"Members"**.

Click on **"E-Services"**.

Enter your **[Username]** or **[CAPID]**.

Enter your **[Password]**.

Click on **"Log On"**.

The E-Services home page will appear.

If you are a first time user, click on **"Click here"**. Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

Click on **"CAP Online Exams"**.

Click on **"Emergency Services Online Examinations"**.

The **"Operations Directorate Online Quiz System"** selection page will appear.

Select one of the following three tests: (All ES Personnel must take Part 1, as that includes GES. The other two are optional depending on your Specialties)

"CAPT 117 ES Continuing Education Part 1", GES, GTL, GTM, UDF Specialties

"CAPT 117 ES Continuing Education Part 2", MP, TMP, MO, MS, FLS, FLM

"CAPT 117 ES Continuing Education Part 3", All Base Staff Specialties

Enter your **[CAPID]** and click **"Next"**.

Each of these tests is preceded with a tutorial, which is to be studied prior to answering the questions at the bottom of the test.

Take the test

When finished, click **"OK, Grade the Test"**.

Go back to the **"Operations Directorate Online Quiz System"**.

Click **"Here"** to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file.

The date and [certificate number] of this test (CAPT 117) is automatically entered into WMU and M.I.M.S. on each the Specialty to which it applies.

Attachment 3

Conversion of Standard WMU Specialties to M.I.M.S. Achievements.

The conversion of all of your Standard WMU Specialties to M.I.M.S. Achievements, can be done by simply requesting a WMU RENEWAL CAPF 101 ES Card. This can be done by using the "CAPF 100" renewal procedure in WMU.

Prior to doing this conversion, complete both the current CAPT 116 and CAPT 117 tests. See Attachments 1 and 2 of this tutorial.

Conversion of Partially completed Specialties from WMU to M.I.M.S. must be done using the SQTR Quick Entry procedures in M.I.M.S. (See para 8-4 of this tutorial)

Get on the Internet

Go to <wmu.nat.cap.gov> National Web site
Click on "**Web WMU**".
Click on "**Member**" or "**Unit Commander**" button.
Enter your **[CAPID]**.
Enter your **[Password]**.
Click on "**Submit**".
Click on "**CAPF 100**".
Click on "**Renewal**".
Click on "**View CAPF 100**".
Click on "**Submit**" (Bottom of page).

Note the record number at the bottom of the CAPF 100 page after it refreshes. This CAPF 100 must be approved by your Unit Commander. (Three ES Specialties require higher level of approvals of renewals, IC, AL, and GTL). Once it is approved, all of your WMU Achievements will be automatically transferred to M.I.M.S.

To verify the transfer, use the M.I.M.S. / Emergency Services / Single-Person Specialty Entry under CAP Utilities or Restricted Applications. All of your Standard Specialties should be listed showing the same dates as the ES Specialties page in WMU.

Note: There will be no detail of the individual tasks for each of these specialties transferred to M.I.M.S. Only the Achievement itself is transferred.

If you want all of the tasks of a specialty transferred to M.I.M.S. for future reference, use the M.I.M.S./ Emergency Services / SQTR Quick Entry procedures described in Para 8-4 of this tutorial instead of the procedure described above.

Attachment 4

M.I.M.S. Initial Achievement Training and Achievement Re-Evaluation Procedure

There are two training situations that occur during Training or Actual Missions for members:

- a. Members who are just going through the process of getting a new achievement completed.
- b. Members who need to renew their existing achievements.

Members working on an Initial Achievement

Members working on an initial achievement should have with them, a copy of their partially completed SQTR for the achievement they are working on. Mission Scanner as an example. This is no different than the old procedure used with WMU.

Most of the Training Tasks on the SQTR must have been already been signed off by a trainer.

If during the SAREX or Mission, they fly a sortie, the MP can sign off their SQTR as a "Mission Scanner Trainee Exercise # 1 or #2" and later, they (the member) can enter that information into M.I.M.S.

When all of the achievement tasks are complete, it will show up waiting for Unit Approval by their Unit CC or ES Officer. It then goes up the approval line through Group and Wing as an Initial Achievement. When it has been approved by Wing, it will show on the member's M.I.M.S. data entry pages, in the Current Achievements table.

Members who need Achievement Re-qualification.

For members who need re-qualification, a person needs to be "Re-Evaluated", IAW CAPR 60-3 Para 2-4

If a member is going to participate in a Training Exercise or Mission to get an Achievement (Specialty) re-evaluated, i.e. "renewed", they should print out a copy of the M.I.M.S. SQTR for that specialty. (See Para 8-5) Use Mission Scanner (MS) as an example.

They then should get together with a MS Standard, who has SET qualifications and go over all the tasks in the SQTR. In many cases, the Standard can sign off many of the tasks in the SQTR by simply discussing them with the member. e.g. Do you know how to do this or that?

There are some tasks that should be demonstrated during the Sortie, in the aircraft. The MP would be the person to sign off those tasks, as he is the "Standard MS" in this case.

Once that is done, the Mission is signed off by the Mission Pilot (MP/MS) on the SQTR, as the "Mission Scanner Trainee Exercise". The member should then contact his/her Unit Commander and the Unit Commander can use the restricted application, M.I.M.S. / Emergency Services / Single-Person Specialty Entry to enter a new renewal date for the member. This entry then requires Unit Level approval only.

The result of this will be a new Expiration Date for this ES Achievement. (Specialty).

The member should file the completed SQTR in his 201 file for future reference.

Attachment 5

There are three areas that cause problems for members entering pilot data into M.I.M.S.

- a. Initial entry of FAA and CAP Pilot information.
- b. Trying to find out what Pilot Data is missing
- c. Adding on CAPF 5 endorsements that were not entered when the CAPF 5 was entered.

Initially entering CAP Pilot Information into M.I.M.S.

There have been a number of instances where members have had a problem entering their Pilot information into M.I.M.S. and then getting listed on the FRO Support Report as a CAP Pilot.

Generally, the problem is that they have left something out.

CAPR 60-1 Para 3-5 describes what has to be done for a Form 5, but it does not explain it in M.I.M.S. Terms. There are eight tasks that must be completed to become a CAP Airplane Pilot. They are listed on the "What Do I Need" page for "CAP Airplane Pilot".

These are 1. FAA Pilot Certificate[s], 2. FAA medical, 3. FAA Flight Review, 4. CAPF 5 Airplane Questionnaire, 5. CAPF 5 Airplane Annual, 6. CAPF 5 Airplane Initial, 7. Statement of Understanding, 8. CAPF 5 Annual Powered CAPR 60-1 Exam , What it doesn't tell you, is that there are several things that CAN have multiple entries.

These are:

FAA Pilot Certificate e.g. SEL and MES etc.

CAPF 5 Initial e.g. C182 and/or PA-28-160, which are in different aircraft Groups. CAPR 60-1 Table 3-1.

CAPF 5 Questionnaire for each aircraft that you intend to fly for the duration of the CAPF 5 that you took for this year.

CAPF 5 Annual e.g. C206 and/or C172, which are in different aircraft Groups. CAPR 60-1 Table 3-1.

You MUST have entered a CAPF 5 initial, one time, for every aircraft you intend to fly on CAP missions or activities. Once an aircraft has been entered, you don't ever have to enter that entry again. You should enter the actual date you took that Form 5, as that date determines the length of time you have been a CAP Pilot, for the CAP Awards "CAP Senior Pilot" and "CAP Command Pilot".

If you take a CAPF 5 Annual flight check in a C182 or C206, which are in Aircraft Group 2, it satisfies the requirement for any Group 1 aircraft, such as a C172 or PA28-160 etc. But you still have to have the questionnaire for the Group 1 aircraft listed in M.I.M.S.

If you take a CAPF 5 Annual in a Group 1 aircraft such as a C172, that Form 5 only covers you for Group 1 aircraft. If you intend to fly a C182 during the year, you have to also take a CAPF 5 in that Group of aircraft (C182 or C206). CAPR 60-1 para 3-5.

Now assume that you have entered all of your stuff, your CAP Airplane Pilot Tasks. What's next?

You, YOU, **YOU**, should advise your Unit Commander or Unit Stan/Eval Officer, that you have entered this information into M.I.M.S. and it now requires his/her VALIDATION. You should have made copies of all of the documents and put them into your Pilot Record File at your Unit. They are required to be on file at your Unit or they must be available in M.I.M.S. See CAPR 60-1 para 2-8.

He/she has to logon to the e-Services Restricted application "M.I.M.S." then "Validations". All of the things you just entered will show up there as requiring validation. These are the "TASKS" for the "CAP Airplane Pilot" "Achievement".

He/she validates all of these things and now you are a CAP Airplane Pilot. You will now show on the FRO Support Report. Right?

WRONG !! Not Yet !!!

The FRO Support Report is created each night by National Headquarters at 0200 CDT/CST, so you will not show on it until the next report is created the next day.

What Pilot Data is missing?

If you have something missing in your Pilot Data, the easiest way to find out what it is, is to get into the Cap Utilities / M.I.M.S. Personal / Pilot application or the restricted M.I.M.S. / Pilot application and click on "What Do I Need". Then select the particular achievement you want to look at. Most frequently it is "Cap Airplane Pilot".

This will display all of the tasks that must be completed before that achievement is active.

If the achievement is complete, all of the tasks will have a green check mark to the left of the task name. If a task is incomplete, there will be a red flag to the left of one or more task names.

If you click on any of the sub tasks within a task, the system will take you to the appropriate data entry module, where you can enter the missing data.

This can be the FAA Requirements page or one of the Checkride/Questionnaire pages, such as Airplane, Glider or CAPF 91. Or, it might be the Appointments / Prerequisites or Appointments pages. If it is one of the CAPR 35-6 Aeronautical Ratings, it will take you to that page.

If you are looking at the "Current Achievements" list on either M.I.M.S. or M.I.M.S. Personal / Pilot home page, clicking on any of the listed achievements will take you to the "What Do I Need" page for that achievement.

CAPF 5 Endorsement Add ons

If you have taken and entered your CAPF 5 checkride and did not enter something like Night Orientation or Mountain Flying, these endorsements may be added later by simply getting into the Checkride/Questionnaire/Airplane page. Next, click on the Check Box for whatever you want to add and click "Submit". This will update your checkride information. Any new entries will of course, require validation.

Attachment 6

Entering ES Awards and CAP Awards CAPR 35-6

ES Awards and CAP Awards are entered into M.I.M.S. in the same manner as any other OPS-Emergency Services Achievement or OPS-CAPPilot Pilot ratings. No attempt is made here to describe the requirements for these awards. That is to be found in CAPR 35-6.

ES AWARDS

The requirements for all ES Awards are found in CAPR 35-6 and are found in M.I.M.S. in the OPS-Emergency Services Functional Area. These awards are the authorization to wear the appropriate Wings or Badge for that achievement.

These are:

- CAP Observer
- CAP Senior Observer
- CAP Master Observer
- CAP Basic Emergency Services Qualification Badge
- CAP Senior Emergency Services Qualification Badge
- CAP Master Emergency Services Qualification Badge
- CAP Basic Ground Team Badge
- CAP Senior Ground Team Badge
- CAP Master Ground Team Badge
- CAP CN Observer
- CAP Emergency Services Patch

These Awards are entered using the M.I.M.S. data Entry applications under the CAP ES Awards achievement.

CAP AWARDS i.e. Aeronautical Ratings

The requirements for CAP Awards are described CAPR 35-6 and are found in M.I.M.S. in the OPS-CAPPilot Functional Area. These awards are the authorization to wear the appropriate Wings for that achievement.

These are:

- CAP Cadet Pre-Solo Rating
- CAP Solo Pilot Rating
- CAP Pilot Rating
- CAP Senior Pilot Rating
- CAP Command Pilot Rating
- CAP Cadet Orientation Pilot Rating
- CAP SAR Pilot Rating
- CAP CD Pilot Rating
- CAP Glider Pilot Rating
- CAP Balloon Pilot Rating

These ratings are entered using the CAPF 35-6 Aeronautical Ratings procedure under the M.I.M.S. Pilot Data applications. All of these Award entries should be made by the member when he/she has completed the requirements described in CAPR 35-. Once entered, they require approval in the same manner as other achievements.